



THE SOUTH CAROLINA
DEPARTMENT of ADMINISTRATION

SAFETY PROGRAM:

GENERAL HOUSEKEEPING

03/18/99; Revised 10/29/10, 7/1/2015

The Language Used In This Document Does Not Create An Employment Contract Between The Employee And The Agency. This Document Does Not Create Any Contractual Rights Or Entitlements. The Agency Reserves The Right To Revise The Content Of This Document, In Whole Or In Part. No Promises Or Assurances, Whether Written Or Oral, Which Are Contrary To Or Inconsistent With The Terms Of This Paragraph Create Any Contract Of Employment.

PURPOSE

The purpose of this policy is to set forth requirements to provide protection for employees of the Department of Administration in and around work areas in all facilities owned or operated by the Administration. All Department of Administration employees shall follow OSHA Standard 29 CFR 1910.22.

POLICY

Any individual entering into a Department of Administration-owned or operated building shall do so in accordance with the procedures outlined in this policy and applicable OSHA standards. All Department of Administration divisions are affected by this policy.

PROCEDURES

1. Employees shall keep work areas and equipment in neat and orderly condition. Good housekeeping will eliminate many potential accidents and provides a cleaner and healthier place to work.
2. All work areas, stairways, doors and aisles (especially those leading to electrical and telephone panels, sprinkler valves, fire alarms, fire extinguishers, and eyewash and showers) shall be kept clear and free from obstructions. Materials shall not be stored or stacked against windows, electrical or telephone panels, or fire extinguishers.
3. Materials shall be stored or stacked in a stable fashion and no closer than 18 inches to fire sprinkler heads or to the ceiling.
4. Adequate clearance shall be maintained in aisles, at corners, curves and passageways for the movement of hand trucks, power trucks and other vehicles, as required.

5. Trash Disposal:

- A. Scrap paper, shavings, chips, garbage, rubbish, etc., shall be disposed of in suitable containers.
- B. Fluorescent tubes shall be disposed of intact. Extreme care must be taken to prevent breakage as the tube can explode.
- C. Handle trash with care. Watch for broken glass, nails, and sharp or pointed waste materials.

6. Spills:

- A. An approved absorbent (not sawdust) shall be applied immediately to oil or grease accumulations. Chemicals or flammables when spilled on floors and stairways shall be cleaned as soon as possible. These wastes should be disposed of in separate containers from general trash.
- B. Watch for slipping hazards, such as oil, grease, water, ice, chemicals, etc. The custodial staff shall post warning signs during and immediately after floor cleaning.

7. Storage:

- A. Tools, repair parts, bottles, etc., shall not be left on machinery or in locations where they may fall and strike a passer-by causing injury
- B. Buckets, mops, brooms, tools and objects shall not be left on stairways, in passageways or at doorways to prevent tripping.
- C. Excess materials should be stored in a storage or supply room, not in halls or stairways. Storage and supply rooms shall be kept clean and well organized.

8. Basic health and hygiene principles shall be practiced, i.e., wash your hands before eating or drinking, clean dishes after use, and dispose of waste as soon as possible in appropriate containers. Wash rooms, locker rooms and toilet facilities shall be kept clean.

9. Report accumulations of trash, unsanitary conditions, spills, slipping hazards and other dangerous conditions to the Work Order Desk 734-3308, or Department of Administration Safety.